

**POSITION VACANCY ANNOUNCEMENT
Kalamazoo Public Library**

November 7, 2012

**Programming Support
Library Assistant 3
FTE 0.5**

Youth Services Department

Position Summary:

Responsible for providing support for programming in the Youth Services Department under the direct supervision and general guidance of the Lead Children's Librarian. Duties to include performing public service desk duties and assisting Programming Librarian and the Ready to Read program coordinator with clerical duties and program preparation.

Duties and Responsibilities

1. Assists patrons at Children's and Teen public service desks; helps locate materials; answers basic reference and readers' advisory questions; assists patrons in use of the all library resources.
2. Assists the Programming Librarian in the preparation of system-wide programming for children and families; assists in teen programming as needed.
3. Supports the work of the Ready to Read coordinator to include volunteer management, acquisition and distribution of materials, record-keeping and fund-raising.
4. Provides support for Kalamazoo Literacy Council activities as they relate to Ready to Read.
5. Assists in preparing information for program calendar; prepares draft for Marketing and Communications office; check facts; updates internal database.
6. Posts to staff blogs as assigned.
7. Participates in departmental meetings, library wide committees, and training opportunities.
8. Performs other duties as assigned.

Minimum Qualifications

- Fundamental knowledge of library practices and procedures.
- Demonstrated proficiency in Microsoft Word and Outlook programs with general knowledge of electronic file management.
- Demonstrated proofreading skills.
- Strong public service orientation.
- Strong interpersonal skills and the ability to represent KPL in a positive way to diverse populations.
- Basic knowledge of classic and contemporary youth literature.

Desirable Qualifications

- Experience working in a literacy program.
- Experience working in a program that utilizes volunteers.
- Experience in planning special events and/or promotional activities.

Salary

\$15,788 annually; Entry level (or closest step to current salary for transferring employee); prorated medical insurance, vision, dental, LTD and life insurance; paid vacation, sick leave and holidays.

Schedule

20 hours per week; Monday-Friday and weekends/evenings as scheduled.

Requirements for consideration: A completed KPL Application for Employment, recent resume, and cover letter which includes a description of your experience with children birth through 5 years of age.

Materials should be sent to Terry New in Human Resources office.

Applications are due Thursday, November 15, 2012 by 5:00 pm